

HewanLegesse

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CURRICULUM VITAE

OBJECTIVE:

To obtain a new opportunity in a position where I can utilize my skills and abilities to the fullest potential point and most of all to enhance my status and improve my capabilities, also to provide service support and client relations management to ensure the company exceeds its goals.

SUMMARY WORK EXPERIENCE:

Position: Project Office Manager

Duration: June 2022 – Present

Company: GIZ AU Strengthening Crisis and Pandemic Response in Africa Project

Address: Addis Ababa, Ethiopia

Main Duties:

- Handling cashbook.
- Managing TAX processes such as withholding TAX, Monthly TAX, and VAT declaration or report by using the ERCA platform and GIZ SharePoint.
- Yearly pre-internal control before the audit.
- Implement internal control findings.
- Handling yearly asset inventory.
- Purchase of goods and services up to the team's request via the country office or HQ.
- Arrange travel advance payment through the GIZ country office.
- Booking flight tickets for the project team members and settling the travel payments.
- Partners' visa reimbursement and settling their travel costs.
- Organizing events and workshops/ managing events.
- Team meeting moderation and minute-taking
- Onboarding new team members.

Position: Project Office Manager

Duration: May 2021 – September 2023

Company: GIZ AU Citizens Engagement and Innovative Data Use for Africa and Strengthening Crisis and Pandemic Response in Africa Project Development (DataCipation) Program

Address: Addis Ababa, Ethiopia

Main Duties:

- Handling cashbook.
- Managing TAX processes such as withholding TAX, Monthly TAX, and VAT declaration or report by using the ERCA platform and GIZ SharePoint.
- Yearly pre-internal control for both projects before the audit.
- Implement internal control findings.
- Handling yearly asset inventory.
- Purchase of goods and services up to the team's request via the country office or HQ.
- Arrange travel advance payment through the GIZ country office.
- Booking flight tickets for the project team members and settling the travel payments.
- Partners' visa reimbursement and settling their travel.
- Personal assistant role for the line manager including managing appointments in the Outlook calendar.
- Organizing events and workshops/ managing events.
- Onboarding new team members.

Position: Executive Secretary and Office Manager

Duration: December 2019- May 2021

Company: Rebecca Real Estate

Address: Addis Ababa, Ethiopia

Main Duties:

- Answering calls, taking messages, and handling correspondence.
- Maintaining diaries and arranging appointments.
- Typing and preparing reports.

- Filing.
- Organizing and servicing meetings (producing agendas and taking minutes).
- Coordinating mail shots and similar publicity tasks.
- Acting as a receptionist and meeting and greeting clients.
- If more senior, recruiting, training, and supervising junior staff.

Position: Recruitment Assistant/ Administration Assistant

Duration: September 2018- October 2019

Company: iCog Labs Software Consultancy

Address: Addis Ababa, Ethiopia

Recruitment Duties

- Coordinate hiring activities.
- Prepare and post job ads online.
- Help with resume screening and initial phone screens.
- Schedule interviews and keep calendars for all hiring teams and candidates.
- Maintain candidate database.
- Handle records and paperwork.
- Screening Resumes.
- Completing timely reports on employment activity.

Administration Duties

- Greet clients and visitors with a positive, helpful attitude.
- Assist colleagues whenever necessary.
- Assisting clients in finding their way around the office.
- Preparing meetings and training rooms.
- Answering phones in a professional manner and routing calls as necessary.
- Sorting and distributing mail.

Solve IT 2019: An annual Innovation competition organized by the US Embassy and iCog-Labs

- Recruit contract employees for the event.
- Make sure the contestants go to different training sites on time.
- Manage different inquiries.
- Provide excellent customer service.
- Ensure adherence to relevant company procedures and policies.

Position: Branch Manager

Duration: October 2017- June 2018

Company: Lifeline Slimming and Gymnasium Centre

Address: Abu Dhabi U.A.E

Main Duties:

- Train New Employees
- Plan and assign duties and direct staff accordingly.
- Manage development and implementation of all sales/marketing strategies.
- Handling Corporate and counter Sales.
- Address employee/client complaints and resolve conflicts/problems.

Position: Receptionist/Sales

Duration: July 2014- 2017

Company: Lifeline Slimming and Gymnasium Centre

Address: Abu Dhabi U.A.E

Main Duties:

- Deliver excellent customer service, always.
- Deal with all inquiries professionally and courteously, in person, on the telephone, or via e-mail.
- Assisting clients with any bookings, appointments, and reservations.
- Responding to incoming email and phone inquiries, negotiating on price, and costs, challenging any objections to get the customer.
- Keep track of company records and important files.

EDUCATION:

- Secondary-Minilik Secondary School in July 2006
- Higher Education- Micro Link Information Technology College, Information Technology Diploma Program in October 2011

COURSES

- Adobe Photo Editing- Tom Videography and Photography Training Center June 2010
- Wharton University of Pennsylvania, Improving communication skills in May 2019
- Wharton University of Pennsylvania, Introduction to Marketing in May,2019
- Addis Ababa University Project Management, 2022
- Information security at GIZ, yearly based 2021-2024
- Data protection training at GIZ, yearly based 2021-2024
- Results-oriented Project management, an intensive overview into project management, 2024

LANGUAGES:

English and Amharic

Skills:

Microsoft Offices, Adobe, Communication, Marketing, Problem Solving, Teamwork & Time Management.